



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

800 Bay Rd
Dover, DE 19901
(302) 760-2011

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POSTING # C-13051

CIVIL ENGINEER PROGRAM MANAGER I

Opening Date: July 5, 2005

Closing Date: Open

VACANCY: To build a Register

Salary: \$62,776 Selective Market Pay Grade 17

Location: Statewide

Summary Statement:

This class is in the Occupational Group, Engineering Services Occupational Series. Engineering work encompasses applying engineering principles and theories to specialized engineering disciplines such as Civil, Environmental, Electrical, Materials, Chemical and Mechanical. Engineering principles and theories are applied during design, project scheduling and cost control, location studies, construction and maintenance, materials testing and research, traffic design and operations, solid/hazardous waste management, air pollution control or water pollution control and administration. Plans, designs and supervises the construction, maintenance and alteration of structures and facilities such as roads, bridges, railroads, harbors, channels, dams, irrigation projects, pipelines, tunnels, water and sewage systems, waste disposal units and similar facilities. Estimates personnel needs and schedules work to meet completion dates and technical specification. Works out proposals and cost estimates; evaluates progress and results and recommends major changes in procedures or objectives. This level is responsible for supervising and managing assigned projects and programs and is accountable for the technical decisions made, accepted and implemented within the Department of Transportation.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of “**not qualified.**”

1. Experience as a project engineer in Civil Engineering.

Applicants must detail their experience as a project engineer in Civil Engineering which includes managing Civil Engineering programs and projects.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Drafts, develops and modifies engineering designs, plans and specifications.
- Reviews permit applications, blueprints and/or designs prepared by others to ensure compliance with specifications and regulations.
- Applies the principles and theories of science and mathematics to research and develop solutions to technical problems.
- Plans and conducts field studies, surveys, research and development projects, inspections and/or investigations to collect data and ensure conformance to state/federal laws and regulations.
- Tests or evaluates materials, equipment, systems and facilities.
- Plans and coordinates engineering projects.
- Reviews, analyzes and reports on the status of projects and/or regulatory conformance.
- Develops cost estimates for project time and materials.
- Provides technical guidance and training to technical staff.
- Reports to an administrative superior and is responsible for managing programs that require integration of engineering principles and practices.
- Supervises professional, technical and support staff and/or private consultants, estimates manpower needs, schedules and assigns work. Participates in personnel matters such as hiring, training, and performance reviews.
- Participates in drafting contracts and budget proposals, may participate in other fiscal activities drafts detailed and complex agreements.
- Participates as the advanced technical specialist in the development of plans, estimates and specifications for the construction of projects. Plans, coordinates and oversees program and project implementation.
- Participates in report writing and analyzing subordinates reports, inspects projects for compliance with state/federal rules and regulations and makes recommendations for corrective action.
- Recommends changes to departmental policies, procedures, and regulations.
- Contacts include planning, coordinating and conducting informative meetings and workshops with other agencies, the private sector, and the public.

License, Registrations and Certifications:

Possession of a Professional Engineer License and possession of a Delaware Professional Engineering License by the end of the probationary period.

(Please include a photocopy of the license at the time of application.)

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>

Conditions of Employment:

- Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.
- Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.
- Direct deposit of paychecks is required as a condition of employment for all new employees.

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings (applications will be routed automatically to the recruiting agency).
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

DEPARTMENT OF TRANSPORTATION (DELDOT), Human Resources, 900 Public Safety Boulevard, Dover, DE 19901 Phone: (302)760-2011 Fax (302)760-2770

HUMAN RESOURCES MANAGEMENT, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCES MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCES MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer